| | Outstanding Invoice Log Information | |
|---|---|---|
| 1 | Log date of invoice | |
| 2 | Date invoice hit outstanding invoice log | |
| 3 | Prompt pay due date | |
| 4 | Invoice number | |
| 5 | Invoice amount | |
| 6 | Vendor name/code | |
| 7 | Obligation number | |
| 8 | Approving official | |
| 9 | Approving official phone number | |
| 10 | Brief description of action ARC has taken to collect certified invoice | |